



USAID | TAJIKISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 13/2021
ISSUANCE DATE: 03/10/2021
CLOSING DATE/TIME: 03/31/2021

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC)
Program Development Specialist, Design & Social Inclusion, FSN-10,
USAID/Tajikistan, Dushanbe

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

Michael Teske
USAID/ Central Asia Contracting Officer

ATTACHMENT TO SOLICITATION NO. 13/2021

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 13/2021
- 2. ISSUANCE DATE:** 03/10/2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 03/31/2021 (6 p.m. Dushanbe Time)
- 4. POSITION TITLE:** Program Development Specialist, Design & Social Inclusion, FSN-10
- 5. MARKET VALUE:** \$ 31,618 – \$ 44,268 per annum equivalent to FSN-10 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Tajikistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
- 7. PLACE OF PERFORMANCE:** USAID/Tajikistan, Dushanbe
- 8. SECURITY LEVEL REQUIRED:** FSN SBU
- 9. STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The U.S. Agency for International Development's (USAID) youngest mission, USAID/Tajikistan manages nearly \$40 million in foreign assistance that supports health, agriculture, private sector development, trade, energy, civil society and media, youth, and gender programming. In addition to implementing Feed the Future and the President's Emergency Plan for AIDS Relief (PEPFAR) initiatives, the Mission team builds stronger ties with Central Asian neighbors through USAID Central Asia's regional portfolio.

Under the direction of USAID/Tajikistan's Mission Director, the Program Office (PO) is responsible for the overall management and oversight of USAID's development assistance portfolio in the country. Among its core responsibilities are the Mission strategy development; project and program design; budget formulation and execution; monitoring, evaluation and learning (MEL); collaboration, learning and adapting (CLA); communications; donor coordination, and reporting. PO also coordinates development and timely submission of key Mission reports and deliverables; inputs to Congressional inquiries; and other routine and special requests from USAID Washington (AID/W), the U.S. State Department or the Embassy Tajikistan. Finally, PO serves as the staff to the Mission Director. PO's work is high volume, high pressure, and fast paced. PO staff members have to be flexible, efficient and accountable for the quality of their work that is critical to the overall reputation of the Mission.

The Development Program Specialist (Design & Social Inclusion) serves under the supervision of PO Director. The incumbent's responsibility is oversight of USAID/Tajikistan's design activities, and integration of gender and social inclusion principles and activities such as policies and principles related to gender equality and female empowerment, youth, persons with disabilities, and other marginalized, underrepresented, and/or at-risk groups into relevant Mission strategies, projects, and activities. She/he represents PO during activity designs across the portfolio and ensures that relevant Agency policies and initiatives are considered and/or incorporated, as applicable. S/he provides technical, analytical and programmatic support and training from areas of specialty to Mission and implementing partners (IPs) staff during project design and implementation. She/he supports the development of key annual deliverables such as Performance Plan and Report (PPR), Mission portfolio reviews, Operational Plan (OP), Annual Budget Review (ABR), and others. She/he is the Mission primary point of contact for USAID Washington (AID/W) on design, gender, and social inclusion. She/he is responsible for

management of USAID's programs and systems such as FACTS Info NextGen, DIS (Development Information Solutions), and others.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Project/Program/Activity Design

60%

- Serves as PO representative on Mission design teams providing oversight of the overall design process that includes but is not limited to ensuring full compliance and alignment with Agency's policies and procedures, Mission's strategic approach, relevant AID/W policies priorities and initiatives, applicable mission orders, and specific considerations, if any, as directed by the Front Office.
- Ensures incorporation of relevant Agency's initiatives, policies and principles in Mission design efforts, as applicable.
- In coordination with the Mission Environment Officer, ensures that required environmental reviews pursuant to 22 CFR 216 and ADS 204 principles are conducted and applied.
- In coordination with the Budget Analyst, supports the design team in the budget-planning process to ensure funds availability for activities in design.
- Helps the design team develop a realistic design plan, prepare for applicable Mission-level reviews such as Activity Description Presentation and Review, and secures Front Office authorizations for the design to continue through Activity Approval Memo (AAM), Senior Obligation Alignment Review (SOAR) packages, or other documents, as applicable.
- Helps develop and reviews activity design packages and ensures that Branding and Marking Plan; Gender; Monitoring & Evaluation (M&E); Collaboration, Learning and Adapting (CLA) sections, and Environment sections are incorporated, in accordance with prevailing policies and practices.
- Develops tools or other resources to track design efforts across the Mission, as needed.

B. Gender & Social Inclusion

30%

- Advises Mission staff on how to integrate social inclusion including policies and principles related to gender equality and female empowerment, youth, persons with disabilities, and other marginalized, underrepresented, and/or at-risk groups into relevant Mission strategies, projects, and activities.
- Provides technical, analytical and programmatic support to Mission and IPs staff during project design and implementation intended to promote equitable impact of Mission's investments on social inclusion in line with prevailing Agency's policies and initiatives.
- Serves as the Mission Gender Advisor and ensures that mandatory gender analyses are conducted for strategies, projects and activities, where appropriate, in accordance with the ADS 205.
- Develops and conducts gender analyses for planned and ongoing programs, as needed.
- Responds to data calls on various gender and social inclusion-related initiatives including through ABRs, OPs, PPRs and other reporting requirements.
- Identifies, designs, and conducts gender and social inclusion training for Mission and Implementing Partners staff.
- Represents USAID at the Embassy Dushanbe, and host country gender and social inclusion group meetings.

C. Other Duties

10%

- Fills in and supports other PO team members, as needed, to ensure successful completion of all PO's tasks, duties and responsibilities.
- Accompanies senior Mission and/or U.S. Embassy staff on official visits, as needed.
- Represents PO internally and externally, as needed and assigned, in informational meetings or with visitors to the Mission on matters related to areas of specialization.
- Carries out other duties related to program planning, budgeting and development, as assigned.

Supervision Received: Under the general direction of US Program Officer (PO Office Director), the incumbent carries out assignments with a high degree of independence, receiving only specific guidance from the supervisor, as necessary.

Supervision Exercised: None.

10. AREA OF CONSIDERATION: All HOST COUNTRY NATIONALS

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: USAID/Central Asia Human Resources Office, e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A university degree in international development, social science, public administration, business administration, economics, statistics, international relations, or related field.

b. Prior Work Experience: Three years of progressively responsible work experience in development programming focused on gender, female empowerment, vulnerable/marginalized groups, MEL, or inclusive development is required. One year related to designing and/or conducting gender assessments is required. Prior experience working with donors, large international organizations, implementing partners, and/or host-country government is required.

c. Language Proficiency: The ability to speak, read, understand, and write in English and Russian at Level IV (Fluent) and Tajik language Level III (Good Working Knowledge).

d. Job Knowledge: Detailed knowledge of international and local business practices to effectively lead program design and ensure social inclusion across the portfolio aligned with Mission and Agency strategy and cross-cutting priorities, providing best value for the U.S. Government, as well as understanding host country priorities and constraints. Detailed understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the major sectors of the Mission portfolio; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. Knowledge of key concepts and practices for addressing gender and social inclusion in international development programs. Developed analytical skills required.

e. Skills and Abilities: Ability to identify, obtain, and organize/present applicable guidance in a concise written and oral form, and furnish information and advice in assigned areas with detachment and objectivity. Strong analytical skills. Assigned duties demand innovative thinking, good judgment, personal initiative and self-starter. Ability to provide specialized advice and recommendations on all matters pertaining to program and project design, and inclusion of

vulnerable groups, in line with USAID's policies, best practices, and applicable guidance. Ability to provide superior knowledge and understanding of the design process, practices, and guidance. Expertise in one or more of the following areas: project/program design, gender, female empowerment, youth, disabled persons, marginalized/ vulnerable groups, inclusive development etc. The job holder must show a high degree of professional maturity, commitment to advancing areas of responsibilities, and an ability to work with others in a collegial and effective manner. Excellent working knowledge of MS Office applications (Excel, Word, Access, PowerPoint, Outlook, Internet, etc.) and Google package (Google documents, email, and calendar) is a must. Excellent communication (verbal and written) skills are critical. Exceptional interpersonal and leadership skills, proactiveness, tact and diplomacy, ability to work accurately under short deadlines, and in a diverse team environment are required.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education (10 points)
2. Prior Work Experience (25 points)
3. Language Proficiency (10 points)
4. Job Knowledge (25 points)
5. Skills and Abilities (30 points)

IV. PRESENTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by COB **Wednesday, March 31, 2021** via e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/Tajikistan reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

VI. BENEFITS/ALLOWANCES

According to Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .